

MINUTES OF THE MEETING OF BOARD OF PUBLIC WORKS, JANUARY 16, 1942

The Board of Public Works met on January 16, 1942, in the office of the Governor, State House, Annapolis, Maryland.

There were present: Herbert R. O'Connor, Governor
J. Millard Tawes, Comptroller
Hooper S. Miles, Treasurer.

Mr. Walter N. Kirkman, Director of the Department of Budget and Procurement, also attended the meeting.

The Minutes of the Meetings of November 18, 1941, November 26, 1941, December 3, 1941 and December 12, 1941, copies of which were sent to each member of the Board, were approved.

GENERAL BOND ISSUE OF 1941:

The Board took up for consideration the matter of issuance of the January 15, 1942 Installment of the General Bond Issue of 1941. The complete installment covers \$807,000 of bonds, but because of the fact that it will not be possible to proceed with certain construction due to the Defense situation, it was decided to defer such work and to reduce the amount of bonds to be issued, accordingly. After carefully reviewing the several projects for which payment was provided in the January 15th, 1942 issue, it was decided to issue \$522,000 of the said Installment of the Loan, consisting of Series "S" to "Z", each inclusive.

On motion duly made and seconded, the following resolution was unanimously adopted:

BE IT ORDERED, That in accordance with the Acts of 1941, Chapter 854, the Governor, Comptroller of the Treasury, and the Treasurer of the State, be and they are hereby authorized and directed to advertise twice a week for two successive weeks in the Baltimore Sun and the Baltimore News, the first insertion to bear date of January 26th, 1942 and the last insertion to bear date of February 6th, 1942, that the Treasurer will receive in the office of the Treasurer at Annapolis, Maryland, at any time up to 12 o'clock, noon, on February 10, 1942, bids for bonds of the State of Maryland in the aggregate sum of \$522,000.00, consisting of Series "S" to Series "Z", each inclusive, of the January 15th, 1942 Installment of the loan, to be issued under the provisions of said Act; said bids to be contained in sealed envelopes appropriately endorsed, and each bid to be accompanied by a certified check upon some responsible banking institution, drawn to the order of the Treasurer of Maryland for five per centum of the par value of the amount bid for. All bids will be opened at 12 o'clock, noon, on the 10th day of February, 1942.

Said bonds shall be dated the 15th day of January, 1942. The bidders shall be required to indicate in their bids the rate of interest to be paid on the bonds, on which rate their bids are to be based and submitted. The rate named must be a multiple of one-fourth of one per centum, the interest to be payable semi-annually on the 15th day of July and January, respectively, during the continuance of said loan, and all bids shall be based on an offering to pay not less than par for the bonds. Said bonds shall be of the denomination of \$1,000.00 each, all shall be subject to registration as to principal, and all shall be issued with interest coupons attached and shall be deliverable on the 25th day of February, 1942. The said bonds shall be issued upon the Serial Annuity plan, as provided in said Act.

The right shall be reserved to accept one bid for all of said loan, or separate bids for parts of said loan, as may produce the highest amount; and the right shall also be reserved to accept bids which are for parts of said loan, but which may not be for all, and to reject all bids or any

bids. If two or more responsible bidders shall make the same bid and each bid shall be the highest, and the certificates so bid for by such highest responsible bidders shall be in excess of the whole amount of certificates as offered for sale, then such certificates of indebtedness may be awarded in a ratable proportion to such responsible bidders bidding the same price.

The Governor, Comptroller and the Treasurer shall cause to be prepared bonds in good and sufficient form for the amount of said loan."

AUDITS:

The Secretary submitted to the Board reports of audits received from the State Auditor, as follows:

- 1- Board of Public Works for the fiscal years 1939 and 1940.
- 2- Securities owned by the State as of November 7, 1941.
- 3- Securities held in trust for account of insurance, fidelity, bonding and guaranty companies at September 30, 1941.
- 4- Securities held in trust to secure deposits of State funds on September 30, 1941.

After reviewing the audits and noting that everything was reported to be in satisfactory condition, the Secretary was directed to file the reports.

BOARD OF MENTAL HYGIENE:

See:

Springfield State Hospital
Spring Grove State Hospital, these Minutes.

CHELTEMHAM SCHOOL FOR BOYS:

The Secretary brought to the attention of the Board a communication from Cheltenham School for Boys in which authority was requested to purchase, through the Department of Budget & Procurement, gas ranges and required water heater, at a total cost of \$825.32, net, installed, in the remodeling of the kitchens at that institution.

The matter was referred to Mr. Kirkman for whatever action was deemed necessary.

COMPTROLLER OF THE TREASURY:

The Secretary brought to the attention of the Board a file of correspondence of the State Comptroller bearing on the matter of money due the Bar Library of Garrett County, as represented by report of the State Auditor approximately ten years ago, the money in question having been lost thru the failure of the bank in which ^{it} was deposited and amounting to \$359.54, but which had been reduced by payment of \$35.95 by the bank in the course of liquidation. The Comptroller had received a letter from the present Clerk of the Court for Garrett County, dated November 10, 1941 in which it was stated that the Clerk had called the attention of Judge Sloan and Judge Huster to the matter and that their advice was to cancel the item as the Tower Estate was insolvent.

In view of the recommendation made by the Judges of the Court, the Board authorized the closing of the file in the case of money due the Bar Library of Garrett County by E. Z. Tower, late Clerk of the Circuit Court for Garrett County.

Refunds:

Admissions Tax Division	\$ 5.05	\$5.05
Alcoholic Beverage Tax Division		3,013.16
American Brewery, Inc.	28.35	
Wacker Brewing Co.	13.95	
Lebanon Valley Brewing Co.	13.95	
E. Kahn & Co.	224.18	

Rev. Walter L. Read for		
St. Margaret's Church	\$1.92	
Rev. F. C. Wheeler for Woodstock College	205.90	
Bon Secours Hospital	2.40	
Mount deSales Academy	9.90	
Rev. John C. Broderick for		
St. Peter's Church	1.60	
Rev. L. L. Otterbein for		
Holy Cross Church	6.00	
Rev. S. A. Wachowiak for		
Holy Rosary Church	10.00	
Rev. Thomas J. Lee for St. Mary		
Star of the Sea Church	.96	
Mercy Villa	2.00	
Paulist Fathers Juniorate	1.92	
House of the Good Shepherd	1.00	
Dominican Convent	.96	
Rev. C. Carroll Kerr for		
St. William's Church	.80	
Sisters of St. Francis	4.48	
Ascension & Prince of Peace Church	2.00	
Sisters of Bon Secours	1.84	
Rev. Charles Kotlarz	6.00	
Rev. George J. Burke	2.00	
St. Elizabeth's Home	.40	
Rev. John J. Albert for		
Holy Family Church	1.00	
Rev. Joseph P. Hanley for		
St. Pius' Church	3.84	
Sisters of Charity, St. Joseph's College	10.20	
Chester Brewery, Inc.	41.84	
Sprenger Brewing Co.	48.56	
Post Exchange, Aberdeen Proving Grounds,		
Aberdeen, Md.	292.06	
" " " " "	498.83	
" " " " "	531.20	
Post Exchange, Edgewood Arsenal, Md.	105.00	
Officers' Mess, Gunpowder Canteen,		
Edgewood Arsenal, Md.	4.32	
Post Exchange, Holo bird Quartermaster		
Depot, Baltimore, Md.	33.99	
N.C.O. Club, Fort George G. Meade, Md.	376.83	
Post Exchange, " " " " "	136.83	
" " " " "	113.90	
29th Inf. Div., Post Exchange, " " " "	193.13	
Post Exchange, Marine Barracks, Naval		
Powder Factory, Indian Head, Md.	2.63	
Ship's Service Store, U. S. Coast Guard		
Yard, Curtis Bay, Md.	32.55	
Dominican Sisters of Perpetual Adoration	.96	
Rev. Thomas Donaldson for St. Paul's		
Parish	.24	
Carmelite Sisters, Carmelite Monastery	2.00	
St. Joseph's Hospital	10.00	
Immaculate Conception Church	9.80	
Rev. J. J. Leary for St. Louis' Church	1.44	
St. Michael's Church	19.50	
Corporation Taxes		\$745.46
Furst-McNess Co.	45.53	
Frederick Industrial Loan Co.	110.82	
Bethesda Industrial Savings & Loan Co.	111.10	
Short Line, Inc. of Pa.	2.91	
Hagerstown Industrial Savings & Loan Co.	211.21	
Short Line, Inc. of Pa.	11.21	
Whitehall Country School, Inc.	12.17	
Kent Amusement Corp.	12.12	
E. H. Tolzman & Sons, Inc.	7.30	
The Morris Weinman Co.	9.83	
Chesapeake Creameries, Inc.	64.54	
Griffith & Turner Co.	58.32	
Medical Arts Pharmacy Corp.	23.54	

B. Pierce & Co., Inc.	\$3.27	
Potomac River Transportation Line, Inc.	9.00	
Preston Trucking Co., Inc.	23.27	
U. S. Merchandise Corp.	4.67	
Warr Fire Extinguisher Co., Inc.	24.65	
Income Tax Division		\$ 60.59
Safe Deposit & Trust Co.-1938	3.49.	
Safe Deposit & Trust Co.-1938	1.75.	
Lillian Hughes Bragg- 1938	3.41.	
Tri-State Oil Co., Inc.-1938	5.00.	
Pangborn Corp.- 1938	46.94.	
Title Tax Division		150.19
Albert Fisher Henley	3.98.	
Lustine Nicholson Motor Co.	2.50.	
Thomas B. Ridgeway	1.10.	
Gordon James Albert	2.00.	
Thomas Lee Stainback	2.00.	
James E. Welling	3.60.	
Edward Hopp, Jr.	4.00.	
Keystone Finance Co.	4.00.	
Garrett Newton Adams	1.70.	
Harry Edward Truitt	3.50.	
John Daniels Ennels	5.70.	
B. & B. Motor Sales	5.90.	
National Bond and Investment Co.	11.00.	
Weiss Motor Co.	4.50.	
Sarah Marie Butts	3.00.	
Jake T. Bruton	7.80.	
J. Nelson Rickards, Jr.	18.10.	
Maryland-Willys Co.	2.00.	
Maryland Drydock Co.	49.25.	
Wolfe Motor Co., Inc.	6.54.	
John T. Woods, Jr.	8.02.	
Court Costs		122.50
Daily Record Co. (Johnson vs. Duke)	38.00	
Daily Record Co.(Tawes vs. HOLC)	84.50	
Recordation Tax		62.50
Semmes, Bowen & Semmes, Attorneys for Scully Steel Products Co.	62.50.	
		<u>\$4,159.45.</u>

CONVENTIONS:

The Board took up the matter of attendance of officials of the State at the conventions of various organizations, and because of the saving to be effected by the non-attendance of officials at conventions this year, it was decided that the various State Agencies should refrain from incurring such expenses by their officers and employees.

DEPARTMENT OF CORRECTION:

The Secretary brought to the attention of the Board a communication from Mr. Willis R. Jones, Chairman of the Department of Correction, dated December 4, 1941, outlining a set-up arranged by that department in connection with the operation of the State Use Industries whereby it was arranged to promote the distribution of all products of prison labor to the agencies authorized by law to use said products, to solicit, receive and distribute all orders for such products and generally supervise the filling of such orders, and to give such cooperation and assistance as may be necessary to encourage the employment of prisoners.

The plan calls for the transfer of \$3,750.00 from the Maryland Penitentiary Revolving Fund and \$1,250.00 from the Maryland House of Correction Revolving Fund, a total of \$5,000.00, to an account for the Board of Correction to be known as "Board of Correction, Revolving Fund", to cover the salary of the Sales Promotion Manager, at the rate of \$3,000 per annum, and estimated expenses, including publication of sales catalogue, printing, traveling, telephone, etc. for the nine months of the fiscal year 1942.

The Board approved the plan outlined by Mr. Jones in his letter of December 4, 1941.

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The Secretary brought to the attention of the Board a communication dated January 15, 1942 from Mr. Willis R. Jones, Chairman of the Department of Correction, with reference to an unexpended balance for the Women's Prison for the fiscal year ended September 30, 1941.

Mr. Jones suggested that this money be used for the erection of additional buildings to house the male employees of the institution. The Board had previously disapproved the use of any of this balance, but had agreed that if the department was able to effect a saving in the 1942 budget with which such construction could be done, the Board would approve such a plan.

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The Secretary brought to the attention of the Board a communication from Mr. Willis R. Jones, Chairman of the Department of Correction, in which authority was requested for the rental of a farm containing approximately 164 acres, with appropriate buildings, belonging to Charles D. Coffman and wife, and situate about four miles from the Maryland State Penal Farm, at an annual rental of \$900.00, for the purpose of raising produce, etc. for State use.

After considering the matter, the Board was of the opinion that the activity of the institution should not be extended as outlined by Mr. Jones.

DEPARTMENT OF STATE FORESTS AND PARKS:

The Secretary brought to the attention of the Board a communication from Mr. Karl E. Pfeiffer, Director of State Parks, relative to an agreement for the concession at Gambrill State Park, copy of which agreement was submitted with his letter.

The agreement calls for the granting of the concession to Mrs. Margaret W. Kerns, of Braddock Heights, Maryland, for a period of three years for the operation of a commissary business in Gambrill State Park at High Knob, in the buildings known as the Tea-Room and the Concession at Gambrill State Park, the plan being fully outlined in the proposed agreement, which agreement had been submitted to Mr. Hall Hammond, Deputy Attorney General, and approved by him as to reasonable legal phraseology and State rights.

After carefully reviewing the proposed agreement, the Board approved the execution of it by the Department of State Forests and Parks, and requested that a copy of the executed agreement be furnished the Secretary of the Board of Public Works for file.

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See: Leases, these minutes.

EASTERN SHORE STATE HOSPITAL:

The Secretary brought to the attention of the Board a communication from Dr. Charles V. Taylor, Superintendent of Eastern Shore State Hospital, in which it was recommended that the engineering firm of Whitman, Requardt and Smith be compensated in the additional sum of \$385.00 to cover extra services rendered by them in connection with the planning of and supervision of the sewage disposal plant at the institution. The extra amount requested is to cover services rendered which were in addition to those contemplated by the original plans and specifications for the work.

The Board approved the request and authorized the payment of this additional sum of \$385.00.

HALL OF RECORDS:

The Board approved the storage of records now at the Hall of Records in

some safe place, and authorized the expenditure of \$2,500 for the cost of this work. This amount is to be made available out of the appropriation in the budget of the Hall of Records for publications.

INSTITUTIONS:

The Secretary brought to the attention of the Board a communication from Mr. A. Earl Shipley, attorney for the Board of County Commissioners of Carroll County, submitting a check of \$75.00 representing the net amount of a collection of \$100 which had been made by the County Commissioners for the maintenance of Johanna G. Hollenbaugh at Springfield State Hospital, the amount of \$100 having been collected by the County Commissioners as a compromise settlement with the Administrators of the estate of this patient of the County's claim. The County tendered the money to the State, feeling it had been sufficiently reimbursed for the maintenance. Mr. Shipley explained that he was deducting a \$25.00 fee.

The Board approved this payment and authorized the Comptroller to accept the sum of \$75.00 into the Treasury as payment for this maintenance.

LEASES:

Department of State Forests & Parks: - Mr. Kirkman presented a request from the Department of State Forests and Parks for the rental of an additional room in the Fidelity Building (#1408), at a cost of \$350.00.

It was felt that this expenditure should not be incurred and the Board, therefore, decline to give approval to the renting of this space.

Maryland Council of Defense: - Mr. Kirkman took up the question of rental of office in the Union Trust Building for the Chief Air Raid Warden. The Council has been renting this room at the rate of \$45.00 per month.

It was agreed that this room should be given up and the work of the Chief Air Raid Warden taken care of at some other available space.

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Mr. Kirkman submitted a lease for office space in the Calvert Building for the Maryland Council of Defense, for a term of six months, at a cost of \$4,200.00 per year. The Board approved the execution of this lease.

Maryland Public Library Advisory Commission: - The Board approved renewal of lease for the Maryland Public Library Advisory Commission in the Enoch Pratt Library, on the same terms and conditions as the present lease, with the Library reserving the right to terminate the lease on 60 days' notice.

State Accident Fund: - The Board approved rental of offices on the 6th floor of the Calvert Building for the term of 1 year 10 months, from December 1, 1941, at the annual rental of \$4,740.00.

STATE Health Department: - The Board approved lease for the rental of an office for the County Health Department at Denton, Maryland, for a term of 2 years, from December 1, 1941, at a rental of \$216.00 per year. The 8th paragraph of the Standard Form of lease has been deleted in this case.

State Industrial Accident Commission: - The Board approved a lease for the office of the State Industrial Accident Commission in the Calvert Building for a term of 1 year and 11 months, from December 1, 1941, at an annual rental of \$11,349.50 per year, on the 7th floor of the building as well as storage space in the basement for inactive files.

Unemployment Compensation Board: - Board approved renewal of leases for the offices at Frederick and Cumberland, for the calendar year 1942, on the same terms and conditions as the present leases.

Wilson Lines, Inc.: - The Secretary brought to the attention of the Board a communication from Wilson Line, Inc., of Baltimore, in which it was stated that the lease between the State of Maryland and that company for the use of Pier 8, Light Street, Baltimore, expires this coming spring, and advising that it was their desire to renew the lease.

The Board approved the renewal of the lease on the same terms and conditions as contained in the current lease.

MARYLAND COUNCIL OF DEFENSE:

See: Leases, these Minutes.

MARYLAND PUBLIC LIBRARY ADVISORY COMMISSION:

See: Leases, these Minutes.

MARYLAND TRAINING SCHOOL FOR COLORED GIRLS:

The Secretary brought to the attention of the Board a communication from The Glen Burnie Improvement Association, Inc. complaining about the pollution of the stream, Saw Mill Branch, because of sewage being emptied into that branch by the Maryland Training School for Colored Girls, near Glen Burnie, Maryland.

Mr. Kirkman stated that he had discussed this matter with Mr. George Hall, Chief Engineer of the State Department of Health, who is familiar with the sewerage system at the institution, and it was the opinion of Mr. Hall that there would be no reason for complaint after the work which is in progress at the institution at this time, is completed. It was stated that with the installation of septic tanks and other arrangements for the disposal of sewage, none of the sewage would find its way into Saw Mill Branch, and there would be no danger of pollution of that stream.

The Secretary was instructed to advise the Association of the information received by the Board.

MARYLAND STATE PENAL FARM:

See: Department of Correction, these Minutes.

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Mr. Kirkman brought to the attention of the Board a request from the Maryland State Penal Farm that it be authorized to sell to the Maryland Tuberculosis Sanatorium building materials amounting to \$174.86 and building supplies amounting to \$66.51, the prices being below the present market value and the materials being used in the construction of the new wing.

The Board approved this request, recommended by Mr. Kirkman.

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Mr. Kirkman brought to the attention of the Board a request from the Maryland State Penal Farm that additional mechanical work was necessary at the institution, recommending that this work be authorized at a cost of approximately \$1,700.

The Board approved the extension of the contract with Charles T. King, Inc., contractor doing work at the institution, to take care of the additional work required.

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The Board approved the purchase, by the Maryland State Penal Farm, of a set of scales from one of the employees of the institution. The scales have been in use up to this time and are the property of an employee. The employee has offered to sell the scales to the institution at a fraction of the cost of a new scale.

MARYLAND TRAINING SCHOOL FOR BOYS:

The Secretary brought to the attention of the Board a communication from Col. James A. Pratt, Superintendent of Maryland Training School for Boys, advising that the institution had recently lost a cow stable through same being burned on November 28, 1941. Authority was requested for the appointing of an architect to design the building to replace the one destroyed, recommending Mr. Henry Powell Hopkins, of Baltimore, for the work.

The Board approved the employment of Mr. Hopkins as architect for this work.

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Mr. Kirkman brought to the attention of the Board a request that the Maryland Training School for Boys be relieved of the 1% reduction in its budget.

After due consideration the Board declined to approve this request.

MARYLAND TUBERCULOSIS SANATORIA:

See: Maryland State Penal Farm, these Minutes.

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The Secretary brought to the attention of the Board a communication from Buckler & Fenhagen, architects, with a letter addressed to the Board of Public Works in care of the architects, from Maryland Steel Products Company, requesting payment of the sum of \$96.00 for additional steel furnished to Morrow Bros., general contractors, by Maryland Steel Products Co. for use in the work of erecting West Wing Addition, Auditorium, Balcony and Projection Room, Doctors and Nurses Home, at the Henryton Branch of the institution.

In their letter, Buckler & Fenhagen stated that it was their opinion that this is a matter between the contractor and the sub-contractor, and that a claim should have been made at the time the expense was incurred and not several months after all final bills had been paid.

After due consideration, it was the feeling of the Board that there was no liability attaching to the State for this additional charge of the Maryland Steel Products Co. to the general contractor, and the request for payment was disapproved.

MILITARY DEPARTMENT:

The Secretary brought to the attention of the Board a communication from Lt. Col. E. Leslie Medford, requesting the sum of \$25,000 in the General Bond Issue of 1941 be made available for repairs to be made to the several armories throughout the State and at Camp Ritchie.

The request was approved and the Secretary instructed to advise Col. Medford that he should limit himself to commitments not exceeding \$25,000, the amount authorized at this meeting, and that further authority should be obtained before any orders or commitments were made calling for the expenditure of funds in excess of the \$25,000 authorized.

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Upon recommendation of Mr. Kirkman, the Board approved the allocation of \$10,000 from the allotment to the Military Department in the General Bond Issue of 1939 for the completing of the Air Corps Hangar in Baltimore.

MISCELLANEOUS:Federal Tax on Motor Vehicles

The Secretary brought to the attention of the Board a communication from the State Law Department, relative to the Federal Use Tax on motor vehicles and boats on and after February 1, 1942, and suggested that identification might be provided for use on motor vehicles and boats since these vehicles are not subject to the tax.

The Secretary called attention to a letter which had been mailed to the various State Agencies advising that the State is not subject to this tax and suggesting that the State registration card which is required to be available at all times when a motor vehicles is in use should be sufficient evidence as to ownership of the vehicle by the State of Maryland.

The Board was of the opinion that this letter, issued by the Comptroller's Office, would suffice.

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The Secretary brought to the attention of the Board a communication from the Attorney General with which was submitted a letter addressed to the Attorney General by Mr. F. W. Besley, State Forester, on the use of privately owned automobiles by State employees and suggesting that the State take title to these privately owned automobiles in order to place the owners in a position to obtain tires and other services which might be curtailed by the Federal Government, so that the automobiles would be available for use by State employees in their work for the State.

Judge Walsh, Attorney General, suggested that the plan outlined by Mr. Besley was quite complicated and there was some question in his own mind as to the State carrying it out. There was also the question of the policy of the State which should be decided upon by the Board, and the matter was, therefore, referred by him to the Board for consideration.

The Board was very definitely of the opinion that it should not agree to the suggestion of Mr. Besley that privately owned automobiles be transferred to the State in this Emergency, and that the Department of State Forests and Parks would have to do the best it could under the circumstances, with any possible help it might be able to get from the agency established for the distribution of tires and other products.

MONTROSE SCHOOL FOR GIRLS:

The Secretary brought to the attention of the Board a communication from Mrs. Edith P. Gardner, Superintendent of Montrose School for Girls, advising that bids had been obtained for the work of re-modeling Wilson Cottage and that it was recommended that the bid of Charles R. Scrivener Company in the amount of \$6,600.00 for the work be accepted.

The Board approved the request and authorized the school to proceed with awarding a contract for the work, payment to be made from the amount appropriated to the institution in the General Bond Issue of 1941.

NATIONAL DEFENSE:

See: Miscellaneous, these Minutes.

PUBLIC SERVICE COMMISSION:

The Secretary brought to the attention of the Board a communication from Mr. Frank Harper, Executive Secretary of the Public Service Commission, outlining the difficulties facing the Commission in the matter of traveling done by its inspectors in their work of inspection of plants and properties of all utilities under its jurisdiction, and the testing and sealing of gas and electric meters.

Mr. Kirkman was requested to give some consideration to the problem, with a view to seeing if it is possible to transfer from some State Agency to the Public Service Commission, at least one automobile which it might be found one of the departments will be unable to use because of the elimination of certain activities because of the war situation.

SPRINGFIELD STATE HOSPITAL:

Mr. Kirkman took up with the Board the matter of re-adjustment of certain Bond Issue moneys appropriated to Springfield State Hospital. The Sum of \$10,000 was appropriated for attendants' quarters because no provision was made for a new building for disturbed women patients. It is now deemed desirable to use the money appropriated for attendants' quarters in making certain rearrangements whereby one building now occupied by elderly and mostly incapacitated, but not disturbed, patients can be made available as a second building for disturbed women patients, thereby relieving the overcrowding of the only other building available for this purpose at the present time. The patients now occupying the second building can be moved to the first floor of a building in the Epileptic Colony and it is to provide sleeping quarters for this group that the money will be used.

The recommendation made by Mr. Kirkman, which is agreeable to the Board of Mental Hygiene, was approved by the Board.

SPRING GROVE STATE HOSPITAL:

The Secretary brought to the attention of the Board a communication from the State Law Department, together with a suggested letter for the Board of Managers of Spring Grove State Hospital to address to Thomas Hicks & Sons, Inc. in connection with the contract between that concern and the hospital for the erection of a building for women.

After considering the situation and reviewing the letter suggested to be written the contractor, as suggested by the State Law Department, the Board was of the opinion that the State should not be agreeable to any change in the terms of the contract already entered into by Thomas Hicks & Sons, Inc. and the Board of Managers of Spring Grove State Hospital. The Board felt that it should be insisted that the contract be proceeded with accordingly.

STATE ACCIDENT FUNDS:

See: Leases, these Minutes.

STATE BANK COMMISSIONER:

The Secretary brought to the attention of the Board a file of correspondence with the State Bank Commissioner relative to making available to the Commission some additional funds either by transferring an amount from the Rent Account of the Board or relieving the Commissioner's budget of the contribution of 1% of the expenses which was made necessary in eliminating \$100,000 from the State Budget, as required by the General Assembly of 1941.

After carefully considering this matter it was decided that it was not possible to make available to the Commissioner any funds from the Rent Account or relieve him of the contribution of 1% which was exacted by the Board at a previous meeting. It was felt that the previous action of the Board relative to rent was taken in error because of the fact that there had been no transfer of money from the budget of the State Bank Commissioner to the Rent Account of the Board, as the rent for space occupied by the State Bank Commissioner during the past several years has always been paid out of an appropriation to the Board of Public Works for the payment of rent of certain State offices in Baltimore City.

STATE DEPARTMENT OF EDUCATION:

The Board considered requests from the State Teachers Colleges at Towson, Salisbury and Frostburg, for relief from the contribution of 1% imposed by the Board on the budgets of those institutions in its action of reducing the State Budget for 1942 to the extent of \$100,000, as required by action of the General Assembly of 1941.

It was agreed that it would not be possible to relieve these agencies of the contributions heretofore exacted from them.

STATE DEPARTMENT OF HEALTH:

See: Leases, these Minutes.

STATE DEPARTMENT OF PUBLIC WELFARE:

Several members of the State Department of Public Welfare, including Mr. W. W. Lanahan, Chairman thereof, and Mr. J. Milton Patterson, Director, appeared before the Board to discuss the budget of that department for the fiscal year 1942. It was represented that in the first four months of the fiscal year there would be an estimated savings of \$73,000, but it was requested that this money be not impounded or reverted to the State Treasury by the Board at this time because of the possibility of the need for the money later in the year. Mr. Sidney Hollander and Mr. Lee L. Dopkin, both, in addition to what Mr. Lanahan and Mr. Patterson had to say, urged that nothing be done by the Board to take away from the department any money which might be available to it in the fiscal year because of the unsettled conditions and the possible need, later, in the year, for the savings which had been effected in the first four months.

After the representatives of the State Department of Public Welfare left, the Board gave consideration to the matter and decided that any action taken by the Board in impounding the \$73,000, estimated savings in the first four months of the year, would not preclude the use of that money later in the year if any emergency should arise which would render the balance of the appropriation of the department for the year inadequate. It was felt by the Board that the situation might not be as serious as the members of the State Department of Public Welfare conceived might exist, and that it would possibly not only be in order to save the \$73,000 in the first four months of the year but that further savings would be effected in the remaining eight months.

However, the Board wanted to be understood as being willing to cooperate in the relief work and would be glad to give further consideration to the situation from time to time.

STATE EMPLOYMENT COMMISSIONER:

The Secretary brought to the attention of the Board a communication from the State Employment Commissioner relative to the matter of approval by him of payrolls of the various State agencies. Col. Jones called attention to the fact that all payrolls must be cleared through the office of the State Employment Commissioner and endorsed with certification before payment could be made by any "auditing or disbursing officer".

It was not felt necessary to take any action in the matter at this because the procedure outlined in Col. Jones' letter is already in effect.

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The Secretary brought to the attention of the Board a letter from the State Employment Commissioner, dated October 8, 1941, in which attention was called to the fact that all classified employees are required to take a physical examination before the State Employment Commissioner before employment and that all unclassified employees are subject to physical examination as covered by Resolution of the Board dated June 12, 1940, which makes such employees amenable to regulation by the State Employment Commissioner, except in the case of employment and discharge. Attention was called to the employees in the offices of the Clerks and Registers of Wills and of the Sheriff of Baltimore City.

It was felt that it was not necessary at this time to prescribe any arrangement for the employees of these offices. The Comptroller stated that he would bear in mind in approving salaries to be paid new employees in such offices, in the future, the matter of age, health, etc. of those employees.

STATE EXAMINING BOARDS:

Mr. Kirkman reported that the State Board of Chiropractic Examiners, in line with the desire for effecting economies in the cost of State administration, had advised that it would be able to effect savings of \$1,230. this year, among the items eliminated being the expense of attendance at conventions.

SUPERINTENDENT OF PUBLIC BUILDINGS & GROUNDS:

State House

The Secretary brought to the attention of the Board a communication from The Wm. Garthe Company, of Baltimore, roofing contractors, quoting a price of \$890.00 for work of repairs to the roof of the State House over the Finance Committee Room.

The Secretary was requested to turn this letter over to Mr. Kirkman so that some inquiry might be made as to the work to be done and further prices obtained if it is felt necessary to obtain them.

STATE INDUSTRIAL ACCIDENT COMMISSION:

See: Leases, these Minutes.

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The Secretary brought to the attention of the Board a communication from Mr. Charles E. Moylan, Chairman of the State Industrial Accident Commission, on the subject of fidelity, messenger and robbery bonds.

The Secretary was instructed to get in touch with Mr. Moylan and discuss this matter with him.

Mr. Miles requested that a copy of Mr. Moylan's letter be furnished him so that he might give the matter some consideration.

It was suggested that the securities held by the Commission be registered in the name of the person depositing them so that they would be non-negotiable and the risk of loss be minimized thereby.

STATE PROPERTY:

The Secretary brought to the attention of the Board a request from the Department of Tidewater Fisheries that it be authorized to sell one Anthony Trailer which has been owned by the department for sometime, for the sum of \$3.00 which has been offered for this trailer.

The Board approved this request.

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Mr. Kirkman brought to the attention of the Board the question of the disposal of a boiler and other surplus materials at the Miners Hospital. Mr. Kirkman was authorized to arrange for the disposition of these materials to the best advantage.

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Mr. Kirkman brought to the attention of the Board obsolete material owned by the State Roads Commission, covering: worn out stone crusher, worn out tar heater, scrap metal, batteries and tires. Bids had been asked for on this property and three were received. The Commission requests approval to the sale of the materials, etc. to the highest bidder, namely the Maryland Pipe and Metal Company.

The Board approved this request.

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The Board approved disposition of certain surplus property of the State Roads Commission amounting to \$191.00 and consisting of 5 tons scrap metal, 2 worn out conveyors, motor and pump, the sale of such property being recommended by Mr. Kirkman.

STATE ROADS COMMISSION:

The Secretary brought to the attention of the Board the following deeds submitted by the State Roads Commission for execution by the members of the Board of Public Works conveying: -

Certain land in Anne Arundel County, being 0.117 acres, to J. Purnell Johnson and Lois P. Johnson, his wife, and Franklin E. Maddox and Emily Spear Maddox, his wife;

Certain land in Howard County, known as Silbereisen lot and improvements, to John F. O'Malley.

After reviewing these deeds the members of the Board agreed to their execution and affixed their signatures thereto.

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Mr. Kirkman brought up the matter of lease for office for the Advertising Director of the Chesapeake Bay Ferry System. It was decided not to approve such a lease, but that this work should be merged with that of the Maryland Publicity Commission.

STOCK CERTIFICATES:

The Secretary brought to the attention of the Board the fact of ownership of stock in the Western Maryland Trust Company by the State, suggesting that since it was the policy of the Board not to retain such certificates but to sell them whenever the opportunity occurred that some effort be made to dispose of this certificate.

The Secretary was authorized to ask if the bank would be willing to make an offer for this stock.

TRAVELING EXPENSES:

See: Miscellaneous, these Minutes.

UNEMPLOYMENT COMPENSATION BOARD:

See: Leases, these minutes.

UNIVERSITY OF MARYLAND:

Mr. Kirkman brought to the attention of the Board a proposed agreement between Capitol Radio Engineering Institute and the University of Maryland, whereby University uses the facilities of the Institute, in Washington, D.C., to give courses in Engineering, Science and Management Defense Training in Radio Engineering, Principles of Radio, and Principles of Electronics. The total cost of the day course will be \$3,532.00 and the night course \$1,923.00, to be paid from Government funds allotted for the purpose.

The Board approved the execution of this agreement.

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University Hospital

The Secretary advised the Board that he had been told by Mr. Henry Powell Hopkins, architect, that the Price Construction Co., which had been awarded contract for the addition to the Nurses' Home expected to proceed with the work contracted for.

There being no further business, the meeting was adjourned.


Secretary